

Executive Assistant/Business Manager, Division
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=151643>

Downloaded On: Apr. 23, 2021 12:32am

Posted Dec. 17, 2020, set to expire May 1, 2021

| | |
|-----------------------------|---|
| Job Title | Executive Assistant/Business Manager, Division |
| Department | Assoc Prov & VP for Outreach |
| Institution | Auburn University Auburn, Alabama |
| Date Posted | Dec. 17, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Administrative Support/Services |
| Apply Online Here | https://www.auemployment.com/postings/20364 |

Apply By Email

Job Description

****This posting is reserved for internal candidates only. Auburn University and Auburn University Montgomery employees. This does not include TES or student workers.****

This position will assist the Vice President in overseeing the budgetary, financial, purchasing, human resources, facilities, and other management areas, as well as related policy compliance for the Division, its reporting units, and initiatives. The position serves as the primary liaison with the university's central budgetary, finance, human resources, and other offices related to the business administration of the Division. The position also serves as an advocate for the outreach mission by working with central administrators, deans, faculty, directors of outreach units, and others and for the business administration of projects within the Office of the Vice President for University Outreach.

Contact Information



Executive Assistant/Business Manager, Division Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=151643>

Downloaded On: Apr. 23, 2021 12:32am

Posted Dec. 17, 2020, set to expire May 1, 2021

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,